

Certificate of Occupancy

After all required inspections have been requested and approved, the building inspector may deliver a Certificate of Occupancy to the job site. Whether or not your construction project will result in a certificate of occupancy being issued depends upon the scope of the construction work being done. The following instances will result in the issuance of a certificate of occupancy:

- The first tenant build-out in a new shell building
- A change in square footage of an existing space
- A change in the building occupancy class of an existing space

If you have questions about whether your project will result in the issuance of a certificate of occupancy, please ask your building inspector. **Note: Buildings or structures shall not be used or occupied until the building inspector approves the final inspection and approves the building for occupancy.**

If the inspection department finds that no hazard will result from occupancy of a building before it is completed, a temporary or partial certificate of occupancy may be issued prior to the completion of the entire building or structure. Please contact the Building Inspector to see if your project would be eligible for a temporary or partial Certificate of Occupancy.

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the building official.